

## **GTA Board Meeting Minutes**

Tuesday, May 28, 2013

County Square, 301 University Ridge, Greenville, SC  
Conference Room H (Bauer)

### Board Members in Attendance:

Mr. Matt Carter, Treasurer

Mr. Trey Fouché, Chairman

Mr. David Mitchell

Dr. Julian Reed

Mr. James Smeaton

Mr. Sam Zimmerman

### Absent Board Member(s):

Ms. Pat Dilger, Asst. Chairman

### Staff in Attendance:

Greg Baney, Transit Planner/Grants Manager

Dave Baxter, JARC/New Freedom Coordinator

Lorrie Brown, Administrative Assistant

Steve Chastain, Transit Operations Manager

Mark Rickards, Transit Director

### Others in Attendance:

Karen Crawford, City Comptroller

Mr. Keith Moody, CAT Supervisor

Gaye Sprague, City Council Member/GTA Liaison

GTA Board Chairman, Mr. Trey Fouché, called the meeting to order at approximately 12:00 noon.

### Quorum Established

### Welcome and Introductions:

### Approval of April 22, 2013 Minutes

**Mr. Matt Carter made a motion to approve the April 22, 2013 Board Meeting Minutes. Mr. David Mitchell seconded the motion. There was no opposition. The motion carries.**

### New Business

Staff seeks approval to authorize the GTA Board Chair to sign and execute the Clemson Service Contract currently in the City Legal Department. August 5 is the scheduled start-up date. The Clemson Connector route is a shuttle route that connects the Clemson University Greenville campuses (CUICAR, University Center, Project One and Reedy Falls Campus). The Clemson Service Route is for service back and forth between Greenville and Clemson University. GTA will use the Vehicle Acquisition Program to purchase the two vehicles for this service. VAP is a state grant that requires that the state contract be used to purchase vehicles. It is reimbursable at 83%. We have budgeted 17%. Clemson University is paying operations cost for the life of the one year contract which has an option to renew. The bus will stop at least once in Easley with no more than five stops. The total cost of the vehicles for the Clemson Service/Connector Route is \$300,000. Staff will send the contract to all board members before the Chair signs the contract. The shuttle agreement will be consistent with our express bus system. Clemson University sought this service based on their demand. It will be commuter subsidized at standard fare; we anticipate \$30,000 per year. Later we will look at zone fares. Marketing is crucial. CU will pay the deficit on an auditable monthly basis not to exceed \$500,000. This is calculated to be 25% for supervisor and 25% for mechanic. This route will operate Monday through Friday. A public hearing is required. Federal funding is an option in the future. Our VAP funds would have expired June 30 of this year had we not obligated them. Buses used for this route must be manufactured in SC in order to get VAP funds. We are looking at obtaining some preventative maintenance from the Feds. The Board will receive a monthly update.

**Mr. Matt Carter made a motion to authorize the GTA Board Chairman to sign the Clemson Service and Commuter Contract subject to Board/Legal review. Mr. James Smeaton seconded the motion. There is no opposition. The motion carries.**

The RFBA for the purchase of a radio for the new cutaway submitted by Greenlink staff states that the amount is \$10,902.55; however, this amount is for three radios and the amount will be substantially less. The remaining balance will come from budgeted local funds. It is reimbursable at 87% since it will be exclusively used for ADA purposes.

**Mr. David Mitchell made a motion to approve the purchase order for the new radio for the new cutaway bus that arrived in May. Mr. James Smeaton seconded the motion. There was no opposition. The motion carries.**

**Upstate Transportation Coalition Update** - The Upstate Transit Coalition will meet June 5. Proterra will provide lunch for this meeting. Gordon Branson has invited approximately 70 people.

### Committee Reports

#### **Development Committee (report given by Mr. David Mitchell)**

- The committee met on May 21. Mr. Mitchell and Ms. Dilger attended along with the regular attendees.
- We have a verbal agreement with the Greenville Drive where they will have exclusive advertising rights on the two trolleys we are purchasing for the current service. Advertising on the other trolleys that will be purchased will be up for discussion. The cost per trolley is approximately \$196,000. The Greenville Drive will pay the local capital match of 20%, which is approximately \$77,000 dollars for both trolleys. The Drive will transfer their two trolleys to GTA July 1. Greenlink will operate the current trolley route. The Accommodations Tax will pay the cost to operate this route, and it will be fare free. The Neighborhood Trolley Service is scheduled for the second year.

- A Furman route meeting took place last month between Greg Baney, Trey Fouché, Nancy Fouché, Dave Baxter and Angela Halfacre. The program is still on track. The ball is in Furman's court.
- A discussion of Tiger V took place. One idea presented was to partner with Proterra in order to do a GSP route; however, the project had a ten million minimum cost and a GSP route would not come anywhere near this minimum amount. The deadline to apply for the grant is June 3. This is the shortest round of Tiger funds to date. In order to qualify, projects must be shovel-ready. Bundling of projects is not allowed, but multiple applications can be submitted. The average successful applicant has matched the grant by 400%. Mr. Rickards stated that the projects have to be in the tip or long-range plan. Across the country, funding will go for light rail, BRT and New Starts.
- An update for the Upstate Transit Coalition was given at the meeting.
- Cost efficiency decreased slightly compared to last month for all routes combined. Rt. 14 was fare free the first months of operations. Last week ridership for Mauldin/Simpsonville averaged 113.17 per day. The cost efficiency rate minus Rt. 14 is 24%.
- There are a few revised completion dates on the Marketing Milestone report. The Downtown Trolley expansion to neighborhoods is projected to be 7/1/14, and the implementation date for the downtown trolley is projected to be 7/1/13. The Greer Connector Route was revised to 7/1/15. The Travelers Rest Shuttle and the Furman Shuttle was pushed back a year. Everything else is on target.
- LS3P Neal Prince gave a Transit Center Renovation update. The drawings are 80% complete. Phase 3A is the administrative office renovation. Greyhound has been given notice to vacate, and June 30 is the hard deadline. Mark Rickards will follow up with Greyhound.
- Mr. Carter stated that there appears to be more road calls on the vehicle history repair report and questioned whether there were more problems with the buses. Mr. Rickards stated that many of the calls are technical issues with the fare box and problems with the newly installed mobile data terminals. Mr. Chastain stated that most of the other repairs result from the old buses being run in order to meet the useful life criteria for the old buses.

#### Finance Committee (report given by Mr. Sam Zimmerman)

- The committee met on May 16. Committee members present were Mr. James Smeaton and Mr. Sam Zimmerman.
- Keith Moody and Jennifer Folz also attended the meeting with the other regular attendees.
- A Request for Board Action was presented by staff to the Committee to approve the FY14 Budget.

**The Finance Committee recommends approval of the 2014 budget that had a slight increase in SMTF for Greenville and Mauldin/Simpsonville over what was first presented. Since this is a recommendation from the Finance Committee, a second is not required. The vote was four (4) for approval of FY14 budget and one member, Mr. Mitchell, abstaining from voting. The motion carries.**

- At the time of the reports, we had not received the draw for January thru March for the Mauldin Simpsonville route, and it appeared that this route was in the red by \$30,000. When the draw is recorded, we will be in the black by \$11,000.
- Ms. Crawford reviewed the GTA/Greenlink financial and operating matrix for March. We have completed 67% of the budget. Operating revenue received is 72.8% of the budget estimate. Operating expenses are at 68.7%.
- The Committee recommended approval of the invoices for the month.

#### May Board Invoices

<u>Date</u>	<u>Company</u>	<u>Description</u>	<u>Invoice #</u>	<u>Amount</u>	
5/10/13	City of Greenville	GTA Board Contract – March 2013 (3 payrolls)	75755	415,715.02	1,7
4/24/13	Cemex	Bus shelter pad materials at E. Washington & Laurens	9426014685	393.53	2
4/30/13	LS3P (Neal Prince)	Phase 3 – Office space in Greyhound area	0030083	7,187.80	3
5/2/13	Palmetto Bus Sales, LLC	Purchase new 2013 Ford E450 Allstar cutaway bus	SC1324	57,725.00	5
1/11/13	Routematch Software	Lynn Hartley travel expenses for Ops Discovery	13278	66.57	6
2/1/13	Routematch Software	Annual hosting fees March 2013 to February 2014	13432	6,000.00	6
2/28/13	Routematch Software	Standard Prof. Services – Phase 3: Educate	13616	4,253.33	6
3/29/13	Routematch Software	Standard Prof. Services – Phase 4: Deploy	13854	4,253.33	6
4/12/13	Routematch Software	Lynn Hartley travel expenses for FR Training	14022	721.98	6
4/30/13	Routematch Software	Standard Prof. Services – Phase 5: System Acceptance	14126	4,253.35	6
5/6/13	SCDMV	Title and tag fees for 2013 Ford Allstar cutaway bus	50613	17.00	5
4/22/13	State of SC Insurance Reserve Fund	Automobile Comp & Collision additions 4/18/13 to 10/1/13	1196743	127.48	1
4/25/13	State of SC Insurance Reserve Fund	Bldg./Personal Property additions for two new bus shelters	1196805	15.18	1
				<b>Total</b>	<b>\$500,729.57</b>

#### Mauldin/Simpsonville Route Invoices

<u>Date</u>	<u>Company</u>	<u>Description</u>	<u>Invoice #</u>	<u>Amount</u>	
10/15/11	Transit Association Finance Corporation	Transaction fees for use of FTAFC Pooled Purchase Consortium Contract for 3 buses paid in October 2012 (Grant #SC-90-X012-00	PO 9-19-11	\$1,500.00	7

# JARC/New Freedom Invoices

<u>Date</u>	<u>Company</u>	<u>Description</u>	<u>Invoice #</u>	<u>Amount</u>	
11/1/12	Upstate Forever	Bikeshare Drawdown Operating expenses – Nov. 2012	11302012	1,271.75	4
2/1/13	Upstate Forever	Bikeshare Drawdown Operating expenses – Feb. 2013	02282013	1,329.79	4
2/1/13	Upstate Forever	Bikeshare Drawdown Operating expenses – Feb. 2013	02282013	400.00	4
5/31/13	Upstate Forever	Bikeshare Drawdown Operating expenses – May 9, 2013	05092013	31,958.00	4
3/31/13	Upstate Forever	Bikeshare Drawdown Operating expenses – March 2013	03312013	1,971.16	4
3/31/13	Upstate Forever	Bikeshare Drawdown Operating expenses – March 2013	03312013	3,725.80	4
				<b>\$40,656.50</b>	

**Grand total \$542,886.07**

**The Finance Committee recommends approval of all invoices in the amount of \$542,886.07 (regular invoices \$500,729.57, Mauldin/Simpsonville invoices \$1,500.00 and JARC/New Freedom invoices \$40,656.50). Since this is a recommendation from the Finance Committee, a second is not required. There was no opposition. The motion carries.**

**The Finance Committee recommends approval of Request for Board Action submitted by staff to pay for the paint job for the new cutaway in the amount \$2,972. Since this was a recommendation from the Finance Committee, a second is not required. There was no opposition. The motion carries.**

**The Finance Committee recommends approval of the Request for Board Action to pay the purchase order for six cameras for the new cutaway in the amount of \$4,229.00. Since this is a recommendation from the Finance committee, a second is not required. There was no opposition. The motion carries.**

## Director's Report (report given by Mark Rickards)

- We have a verbal agreement with the Greenville Drive owner, Mr. Craig Brown. We are in process of finalizing the contract and do not expect many issues. The trolleys should be in by October. We have the amenities we were hoping to have for under \$200,000.
- There will be an Executive Session of City Council on June 3. This is a general work session.
- Greenlink will present to the County Council Committee of the Whole on June 4. It will be open to the public. Mr. Rickards will give a 15-minute PowerPoint presentation.
- We have hired two new employees. We plan to hire five new full time drivers for the Clemson service, three part-time trolley drivers and one full-time Accountant. We also will make one part-time Administration position full-time.
- Proterra has hired a new CFO, Garret Mikita.
- Our final allocations are in and we received more State Mass Transit Funds for Greenville and Mauldin/Simpsonville.
- CAD/AVL is a work in progress.
- June continues to be busy. We will wind up the fiscal year in the black.
- We will be looking at neighborhood trolley service in FY 2015. Mr. Rickards wants to operate every day except Christmas, New Year's Day and Thanksgiving. He would like this put in the 2015 budget.

Mr. Carter stated that the GTA Board is now responsible for CAT as well as Greenlink; therefore, the Board needs to have documentation to review in the Finance Committee and at Board level. Chairman Fouché stated that technically our contract with them starts July 1. Mr. Baney stated that we have received a lot of prerequisite information from Jennifer Folz such as the procurement financial, operating and statistical. He stated that he would like to see some type of amendment in July or August to the Director's Report that shows what CAT is doing for the month, which will definitely be seen in the financials. As a subrecipient, their budget is not included with GTA's overall budget. However, a monthly report should be submitted similar to what is submitted to Greenlink along with their invoices. The board will approve their overall invoice. As contractual administrator for GTA, Greenlink staff will make sure individual invoices are eligible for reimbursement and submit one invoice to the GTA Board. Mr. Moody stated that their CEO, Al Babinicz, would be attending the rest of the meetings. We will send Mr. Babinicz a meeting list and board email addresses. Mr. Baney stated that contractually speaking between GTA and the City of Greenville, Mark Rickards is the Director of Greenlink and he is the Executive Secretary of the GTA. Therefore, he is able to report on both entities.

**Mr. Matt Carter made a motion to adjourn. Mr. Sam Zimmerman seconded the motion. There is no opposition. The motion carries.**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Lorrie Brown, Greenlink Administrative Assistant

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mr. Trey Fouché, GTA Board Chairman